

## **1122 CERTIFICATION PROCESS:**

To become certified for participation, the agency must submit a letter requesting certification in CD, HS and/or ER to the California Procurement Program (1122 Program). The prepared letter is reviewed and if approved, a letter is sent to the agency authorizing their participation in the selected activity.

**Certification Request Letter Components:** Pursuant to NDAA of 1994 & 2009, the State of California (Cal EMA) is required to establish procedures for program participation. Each agency must certify in one or all programs (Counter Drug, Homeland Security or Emergency Response). There must be one separate certification request for each activity chosen.

Certification requests must include:

- Agency name and the last four digits of the agency's National Criminal Identification Code (NCIC) number if available; hereafter referred to as Agency #.
- Agency street address with telephone number, fax number, and email address.
- An overview of the problem in the agencies jurisdiction, to include strategy being implemented to counteract the problem. Agencies need to be very specific as to the strategy to be employed and how the 1122 program will assist in this mission. An example would be if the agency is certifying in Homeland Security then the problem would be about their Homeland Security issues and how the 1122 Program can help resolve these issues.
- Identification of a person or persons, authorized to requisition, sign for, and authorize payment for equipment/supplies on behalf of the requesting agency. These individuals must be paid employees of the applying agency. Each agency may have as many points of contact as they wish. They can be different on each certification or the same for all 3 certifications.
- A statement acknowledging that the agency executive officer will notify the CPP office in the event of changes in the requesting officer(s).
- That it is understood that a transfer of funds must be provided prior to the request, in accordance with Title 10USC381 (Appendix 1).
- That upon receipt of the requested equipment or supplies, the ordering/receiving agency will inspect the shipment in order to insure that all items have been received and that they were in good order. The receiving officer will then complete the Stock Received Report and fax it to Cal EMA, Accounting. At this time the payment will be issued to the vendor.
- That the agency receiving equipment or supplies agrees to hold the Federal Government, the State of California, and the California Emergency Management Agency harmless in the event of any law suit or claim arising as a result of the acquisition, use or disposal of such equipment procured under the program.

The Certification Request Letter must be prepared on agency letterhead and signed by the agency chief executive. When the certification request letter has been completed send the request to the following address:

California Emergency Management Agency  
California Procurement Program (CPP)  
Attn: 1122 Program  
3650 Schriever Ave  
Mather, California 95655

**Certification Approval:** Upon receipt of the certification request letter(s), CPP will review the request for accuracy and content. If the letter satisfies the requirements of the program, certification approval will be made by the State Point of Contact. Program acceptance notification will be returned to the agency via FAX or mail. Certified agencies should retain a copy of the program certification letter in their administrative files. Reference documents, booklets, and ordering forms will be mailed or e-mailed.

**Changes to State and Local Agency's 1122 Staff:** In the event that there is a change to the agencies Point of Contact, the CPP office must be notified in writing, identifying the replacement and signed by the agency executive officer. If the agencies executive officer changes, a letter requesting new certification request must be sent to the CPP Office. The new executive officer must sign this notification letter. For executive officer changes, new orders will not be accepted until the agency has completed their new certification and has been approved by the State Coordinator.

**Certification Update:** Participating agencies must send a letter signed by the agency executive officer to the CPP once every 2 years, from the date that they were certified into the program stating that there are no changes to agencies staff.

### **ADVANTAGES OF THE PROGRAM:**

A purchasing advantage is achieved through discounts that are available to the Federal Government due to large volume purchases. Additionally, some of the advantages of this program include the following:

- Gives program-certified State and local governmental agencies access to the purchasing power of the U.S Government for equipment and supplies.
- Provides opportunities to buy equipment, supplies, and services (maintenance and training) from selected Federal General Services Administration (GSA) schedules.
- All equipment, supplies and services on GSA schedules have been synopsisized in FedBizOpps and satisfy the requirements of the Competition in Contracting Act (Pub. Law 98-369) and Federal Acquisition Regulation (FAR) Part 5, Publicizing Contract Actions. For complete information visit GSA's Basic Schedule Ordering Guidelines at:  
<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelPage=%252Fep%252Fchannel%252FgsaOverview.jsp&channelId=-13463>.
- Provides agencies the opportunity to purchase equipment from the Department of Defense through the Defense Logistics Agency (DLA) and the Department of the Army (DA).